

*Coordinated Services Planning  
for Children & Adolescents  
with Disabilities & Their Families in Central  
Vermont*



*What you need to know about Act 264 & the  
DOE/AHS Interagency Agreement*

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### ***What is Coordinated Services Planning?***

Sometimes working with a school, a human services provider or both will sufficiently meet the needs of families with children with disabilities. Children with complex needs often require supports and services across environments including home, school, and community. In situations of high need, it may be helpful to coordinate the services and supports of the family's extended network of family and friends, community members and service providers. Many families with children who have disabilities are eligible for and entitled to coordination of services. A **Coordinated Services Plan** can be developed for:

- Children or adolescents who are on an IEP for Emotional Disturbance or who have a Severe Emotional Disturbance that impacts his or her academic or developmental progress or family or interpersonal relationships.
- Children or adolescents who qualify for special education and who are eligible for or are receiving services and service coordination from a regional Agency of Human Services program.

### ***What is included in a Coordinated Services Plan?***

Developing a coordinated services plan involves an interagency team including family members and service providers. Each team is a unique combination of persons, specific to the youth and family. The team's purpose is to explore the child and family's strengths and needs across settings and to develop and implement an effective Coordinated Services Plan. This includes deciding on goals, identifying what is needed to meet those goals, writing and implementing the plan and coordinating changes over time. One service provider serves as the lead person to monitor the plan's implementation in a coordinated, timely, and effective manner.

### ***What if the Coordinated Services Plan is not satisfactory?***

Most teams develop Coordinated Services Plans that are then implemented. If, however, a team is unable to find a way to agree upon or implement a plan, with parent or guardian permission, anyone on the team may call upon the Local Interagency Team (LIT Team) for assistance when needed to address complex issues or help resolve problems.

Local Interagency Team members include representatives of families, education, mental health, and regional Agency of Human Services programs. Your Local Interagency Team has a team facilitator at 476-1480. The facilitator can connect a family member with the Local Interagency Team's Family Representative. This person can help the family prepare for a meeting with the Local Interagency Team, provide support during the meeting, and follow up with the parent after the meeting regarding questions, concerns and satisfaction.

### ***What if the Local Interagency Team is unable to resolve the situation?***

On occasion, a Local Interagency Team (LIT) may not be able to fully resolve the situation so a referral to the State Interagency Team (SIT) may be needed. This Team acts much as the LIT does to review a plan; make recommendations on content, strategies, or sources of support. The SIT can also commit funds to allow for creative solutions. Neither the LIT nor the SIT can order any agency to provide particular services, however we will work within the boundaries of your regulations and funding sources to provide services.

**Definitions:** The information below describes important legislation and a state level agreement between the Agency of Human Services and the Department of Education that provide further detail about legal mandates and entitlements.

**IDEIA:** Under the federal Individuals with Disabilities Improvement Education Act, or IDEIA, Vermont is required to identify and evaluate students who have disabilities and to offer them individualized education programs (IEP) for special education and related services. Parents have specific rights concerning their participation in the special education process. For more information, visit the Vermont Department of Education web site at [www.education.vermont.gov](http://www.education.vermont.gov). Questions about a specific child who is receiving special education services can also be directed to the school district's special education administrator and the statewide Special Education Assistance Line, (802) 828-5114.

**Interagency Agreement between the Department of Education and Agency of Human Services** (June 2005) <http://www.state.vt.us/educ/new/html/mainnavigate.html> - pdf  
This agreement clarifies how these state agencies will work together to ensure that all necessary services for an eligible child to receive a free appropriate public education are provided and who may be eligible for a coordinated services planning process. For general questions about services in your community call 2-1-1 or go to [www.screendoor.vermont.gov](http://www.screendoor.vermont.gov) or go to <http://humanservices.vermont.gov/barre>

### **Principle's of Coordinated Service Planning**

The team will work with your child and family to ensure the following:

1. Family voice and choice
2. Team based
3. Natural supports/resources
4. Collaboration
5. Community-based
6. Culturally competent
7. Individualized
8. Strengths based
9. Persistence
10. Outcome based